

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET					
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER							
RECOMMENDED											
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE	
8. WORKING TITLE						9. INCUMBENT (Optional)					
OFFICIAL											
10. TITLE Insects Production Worker											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER			
WG	5031		03	MONTH/DAY/YEAR		YES NO		MS			
				4-22-2002							
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)											
1st						5th					
2nd						6th					
3rd						7th					
4th						8th					
SUPERVISOR'S CERTIFICATION											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.											
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature				23. Date	
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title					
FACTOR EVALUATION SYSTEM											
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required						6. Personal Contacts					
2. Supervisory Controls						7. Purpose of Contacts					
3. Guidelines						8. Physical Demands					
4. Complexity						9. Work Environment					
5. Scope and Effect						27. TOTAL POINTS				27.	
JGS for Insects Production Worker, WG-5031 (TS-25 dtd 6/73)										28. GRADE	
										28.	
CLASSIFICATION CERTIFICATION											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. Signature /S/ MARILYN STETKA								30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)											
32. Remarks Standard Job#5031-03								33. OPM Certification Number			

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 03	6. IP NO. (8)
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B. MASTER RECORD

1. PAY WG	2. OCC.SER (4) 5031	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) INS PRODN WRKR		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 4 22 02
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 031W			
6. WK. TITLE CD. (4)	7. WK TITLE (38)						
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 4 22 02
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use - ALPHAS = Agency Use	19. DT. REQ. REC. (6) MO DA YEA	20. NTE. DT. (6) MO DA YEAR	21. POS. ST. Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> <div> Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. </div> <div> Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev. </div> <div> Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. </div> <div> 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade </div> <div>9=Other</div> </div>							
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE			31. DATE				

32. REMARKS

Standard Job #5031-03

Insects Production Worker
WG-5031-03
(Nonexempt)

Standard Job #5031-03

A. MAJOR DUTIES

Typical, but not all-inclusive, tasks are as follows:

Prepares cages and vats used for breeding colonies.

Prepares standard types of rearing media, replenishing as needed.

Washes and separates larvae and pupae; places pupae on trays and stores for necessary aging period. Measures aged pupae and places in canisters for sterilization.

Packages sterilized pupae; places emergency feeding kit in pupae carton; secures carton and places in designated storage area.

B. FACTORS

1. SKILL AND KNOWLEDGE

A basic knowledge of the limited types of insects handled.

Ability to understand and follow oral instructions, and read simple figures such as cage numbers, dials and thermometers.

Knowledge of standard ingredients for most common media.

2. RESPONSIBILITY

Work is performed under a supervisor who provides instructions and training on the methods and procedures to be used, cites precautions to be observed, and the standards to be maintained.

3. PHYSICAL EFFORT

Constant standing and walking on concrete floors and moderate physical effort to lift and push wheeled tray, racks, and equipment.

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4. WORKING CONDITIONS

Work is usually performed indoors. The employee is usually subjected to disagreeable odors and fumes, high humidity, and above average temperatures. Employee is also exposed to cuts or bruises.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____